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Chief, Management Staff

25 July 1956

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Chief, OEM Staff (DD/I and DD/S Area)

Work Report Week Ending 25 July 1956.

Accomplishments

1. T/O's Completed

MS-927, Request for Transfer of Positions Within Administrative Staff, Office of Logistics. [REDACTED]

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2. MS-894, Request for Increase in Ceiling and T/O, Highway Branch, Office of Logistics. [REDACTED]

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3. A study of Feasibility of Combining Agency Graphic Facilities. An oral report was made to the Building Planning Staff to assist them in planning space for the new building. [REDACTED]

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Assignments Active This Week

4. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency Participants in the ELINT Program. [REDACTED]

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5. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED]

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6. MS-923, Establishment of an Intelligence Officer (Current Affairs) Slot at Taiwan. [REDACTED]

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7. Project 5-1a, Survey of Fiscal Division, Assistance in Implementing Recommendations on Payroll Procedures. [REDACTED]

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8. Project 5-1f, Study of Program Analysis Staff, Organization, Functions, Staffing, and Procedures. [REDACTED]

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9. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security. [REDACTED]

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10. MS-886, Reorganization of Identification and Cataloging Branch, Supply Division. [REDACTED]

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11. MS-901, Authorization for new Aircraft Maintenance Division, LO, as approved by DDCI and others. [REDACTED]

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12. Project 5-1a, Study of Technical Accounting Staff, Organization, Functions, Staffing, and Procedures. [REDACTED] 25X1A9a

13. Project 6-47, Use of Unvouchered Funds to Pay Agency Employees. [REDACTED] 25X1A9a

14. Project 6-19, Study of OHR Clerical Training Program. [REDACTED] 25X1A9a

15. Analysis of Manpower Survey. [REDACTED] 25X1A9a

16. Project 6-45, Survey of Space Situation in OHR - As result of IO charges of severe overcrowding. [REDACTED] 25X1A9a

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17. Project 6-1h, Study of Agency Overtime Practices. [REDACTED] 25X1A9a

18. Study of Reorganization of Acquisition Branch, Library Division, OHR. [REDACTED] 25X1A9a

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19. Transfer of Administration of JCB/SCD from D/Pers. to OHR. [REDACTED] 25X1A9a

Miscellaneous

20. Training. Fifteen hours on-the-job training on logistics procedures and organization and Confidential Funds regulations, policies and practices. [REDACTED]

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